

Refinery Instruction & Safe Work Practice Updates



Refinery Field Safety Group Richmond refinery March 2012

This STOTM satisfies the RI-300 IIPP requirement for the following:

Include a system for communicating with employees in a form readily understandable by all affected employees on matters relating to safety and health, including provisions designed to encourage employees to inform the employer of hazards without fear of reprisal.

Meetings – Each meeting begins with a short safety topic.

- Individual divisions/work groups organize and conduct safety meetings (committee or work team) to fit with work schedules, etc. Generally these meetings occur monthly and minutes from the meeting are posted or circulated through the work group.
- Records of safety meetings should be maintained for at least one year in division files.

[Work groups, please complete the attached sign in sheet.– Please send sign in docs to Diane Vodenik](#)

Refinery Instruction Change Review



As we encourage everyone to understand our Refinery Instructions, not all of the changes are captured and communicated efficiently. This presentation is to help identify the changes that are pertinent to performing work with the refinery.

We encourage you to use the PPT as a guide and review each of the identified changes for the Refinery Instructions that are referenced.

RI-341 Hot Work and General Work Permits	RI-9910 Plant Security
RI-380 Fall Protection and Scaffold User Safety	RI-338 Respiratory Protective Equipment & Ventilation
RI-374 Safe Work Practices	RI-302 Color Identification and Labeling of Equipment and Pipelines
RI-621 On-Line Leak Repair/Leak Seal	RI-314 Protective Clothing and Safety Equipment
RI-505 Excavation Procedures	

Is there an LPSA you can think of to apply to each of these sections?



RI-341 Hot Work and General Work Permits

- Section 2.2 – Added “The Richmond Refinery identifies both “open flame” and “non-open flame” as Hot Work.”
- Section 2.14-2.17 - Addition stating new welding blanket, welding curtain, and welding pads requirements.
- Section 4.0 - Added note regarding fire extinguishing powder use in confined spaces.
- Section 5.1.2.a – Addition stating that only approved material can be used. (combustible coverings)
- Section 6.8 – Replaced “Stop any work in area” with “Use Stop/Pause Work Authority.”
- Section 10.6 – Added “weld bays.”
- Section 11.4 – Added “Open Flame.”
- Appendix V: Changes to temperature ranges

RI-380 Fall Protection and Scaffold User Safety

- Section 2.6 Perform a risk assessment when removing grating or opening any platform flooring structure.
- Section 5.4.3 Safe Practices for Open Grating, Floors, Manholes, and Other Sub-Surface Entries

As these Refinery Instructions may not apply to you everyday, it is good to remember where the information is. You can always reference it any time you need.



RI-374 Safe Work Practices

- Section 2.0 Changed responsible organization to HES.
- Removed Benzene Compliance (RI-348). Important but is not a Safe Work Practice
- Section 3.10 Added Fatigue Risk Management (RI-395) and Safe Firing of Furnaces and Boilers (RI-9025).

RI-621 On-Line Leak Repair/Leak Seal

- Section 4.1 Low Risk Utility Service Definition added and applied to allow for designee approval in lieu of ABUM approval
- Section 4.6 workers understand leak seal procedure, process hazards & have detail drawings of equipment
- Section 4.8 Engineered Composite Line Wraps and ASME code interpretations of leak seals integrated in the General Rules Section and Repair Types.
- Appendix V Integrated Leak Seal Repair Methodology which IMPACT uses

RI-9910 Plant Security

- Section 8.6 Transporting Large, Heavy, or Unusual Loads (also refer to appendix II)

How many safe work practices exist in the Richmond Refinery?



RI-302 Color Identification and Labeling of Equipment and Pipelines

- Section 3.1.1 Distinguishing color
- Section 3.1.10.c Required: Double 4-inch stripes painted on hard ground surfaces to indicate double hearing protection
- Section Appendix I

RI-314 Protective Clothing and Safety Equipment

- Section 7.6.1 Flame Retardant Clothing (FRC)

RI-338 Respiratory Protective Equipment & Ventilation

- Section 3.1.10 Assess the risk of removing your RPE.
- Section 3.2.1 Provide proper respiratory protection. (Refer to App IX when welding.)
- APP III 5.1 The responsibilities for ensuring the purity or quality of breathing air
- APP VI Fresh Air Work Permit (evaluate weather conditions)

RI-505 Excavation Procedures

- Section 4.4.5 Any changes in the scope of work,
- Section 4.4.6 Environmental Management Company (EMC)

Review TOP Lessons Learned



- Learning from our past incidents will help us prevent them in the future.
- Please take a few minutes to review the latest TOP lessons learned.

[Click Here to Review TOP Lessons Learned](#)